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GREEN SHEET (PROJECT INITIATION) NOT PROVIDED!!!

## OFFICE OF CONTRACT ADMINISTRATION

## NOTICE OF PROJECT CLOSEOUT

Closeout Notice Date 03/07/90

Original Closeout Started \*\*\*\*\*

Project No. A-54-808 \_\_\_\_\_

Center No. U5037-1A0 \_\_\_\_\_

Project Director GRENGA H E \_\_\_\_\_

School/Lab GRAD STUD \_\_\_\_\_

Sponsor US DEPT OF EDUCATION/GENERAL \_\_\_\_\_

Contract/Grant No. G008715838-88 \_\_\_\_\_ Contract Entity GIT \_\_\_\_\_

Prime Contract No. \_\_\_\_\_

Title ADMINISTRATION GRANT FOR GRADUATE PROGRAM \_\_\_\_\_

Effective Completion Date 890930 (Performance) 891231 (Reports)

Closeout Actions Required:	Y/N	Date Submitted
Final Invoice or Copy of Final Invoice	Y	_____
Final Report of Inventions and/or Subcontracts	N	_____
Government Property Inventory & Related Certificate	N	_____
Classified Material Certificate	N	_____
Release and Assignment	N	_____
Other _____	N	_____

Subproject Under Main Project No. \_\_\_\_\_

Continues Project No. A-54-807 \_\_\_\_\_

## Distribution Required:

Project Director	Y
Administrative Network Representative	Y
GTRI Accounting/Grants and Contracts	Y
Procurement/Supply Services	Y
Research Property Management	Y
Research Security Services	N
<del>Reports Coordinator (OCA)</del>	Y
GTRC	N
Project File	Y
OCA/CSD	N
Other _____	N
_____	N

Georgia Institute of Technology  
Graduate Studies and Research  
Atlanta, Georgia 30332-0265  
(404) 894-3090

December 13, 1989

U.S. Department of Education  
Fellowship and Training Grants Branch  
GCS, Grants Division, Branch C  
Room 3653, ROB-3, Mail Stop 3335  
400 Maryland Avenue, SW  
Washington, DC 20202

Ladies and Gentlemen:

We are pleased to submit the enclosed Performance Report for Grant No. G008715838-88. This report covers the second budget year (10/1/88 - 9/30/89) of the five year project period.

If there are any questions or if additional information is needed, please let me know.

Sincerely,

Helen E. Grenga  
Director, Graduate Co-op Program  
and Acting Associate Vice-President

U.S. Department of Education  
Washington, D.C. 20202

Form Approved  
OMB No. 1840-0053  
Approval Expires: 3/91

COOPERATIVE EDUCATION PROGRAM  
(Title VIII, H.E.A. of 1965, as amended)

PERFORMANCE REPORT - Program Year 1988-1989

PART I - TO BE COMPLETED BY ALL GRANTEEES

<p>a) Name and address of grantee</p> <p>Georgia Institute of Technology Office of Graduate Studies and Research Savant Building Atlanta, Georgia 30332-0265</p>	<p>b) Grant Number</p> <p>G00- 8715838 -88</p> <p>c) Budget Period Covered by Report</p> <table border="1"> <thead> <tr> <th colspan="3">From</th> <th colspan="3">TO</th> </tr> <tr> <th>Month</th> <th>Day</th> <th>Year</th> <th>Month</th> <th>Day</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>01</td> <td>88</td> <td>09</td> <td>30</td> <td>89</td> </tr> </tbody> </table>	From			TO			Month	Day	Year	Month	Day	Year	10	01	88	09	30	89
From			TO																
Month	Day	Year	Month	Day	Year														
10	01	88	09	30	89														

PART II - TO BE COMPLETED BY ADMINISTRATION PROJECTS AND DEMONSTRATION PROJECTS (where applicable). Your answers to each item must reflect the activities and accomplishments of your project for the budget period as entered in Part I, item c. IMPORTANT: EXCEPT FOR ITEM 1 OF THIS PART, PROVIDE DATA IN ITEMS 2 through 13 ONLY FOR THE FUNDED PORTION OF YOUR CO-OP PROJECT. COUNT ONLY THOSE CO-OP STUDENTS WHO WERE SERVED WITH FEDERAL AND MATCHING FUNDS UNDER YOUR GRANT.

	Responses
1. Give the total number of co-op students enrolled in your entire co-op program, even if they were not served under the terms of your grant. See definition of "enrolled" in the program regulations, section 631.5(b).	320
2. Give the number of students enrolled in your funded co-op project.	320
3. Show the increase (+) or decrease (-) in the number of co-op students enrolled (as shown in item 2) compared with the previous year.	79
4. Give the number (headcount) of co-op students your project placed in co-op jobs.	179
5. Show the increase (+) or decrease (-) in the number of co-op students placed (as shown in item 4) compared with the previous year.	34
6. Of the number of co-op students enrolled (as shown in item 2), give the number who are also enrolled as certificate candidates at your institution.	0
7. Of the number of co-op students enrolled (as shown in item 2), give the number who are also enrolled in graduate or professional programs (post-baccalaureate) at your institution.	309
8. Were all co-op students placed in jobs related to their academic programs of study or career objectives? If not, explain in narrative under Part I, item 13.	(check one) <input checked="" type="checkbox"/> yes <input type="checkbox"/> no

PART II - Continued		Responses
9. Of the number of students placed (as shown in item 4), give the total amount of income co-op students earned from co-op employment during the budget period.		Greater than \$2.0 million
10. Number of co-op students who, for reasons related to the co-op project, dropped out of the co-op project during the budget period after receiving at least one co-op work placement.		0

11. Student characteristics. Give the number of co-op students enrolled in your co-op project by the following characteristics: (Totals must equal the figure given in item 2.)

a. Ethno-Racial Background	Number of Students	b. Gender	Number of Students
<u>American Indian/Alaskan Native</u>	0	<u>Female</u>	41
<u>Asian/Pacific Islander</u>	74	<u>Male</u>	279
<u>Black (not of Hispanic origin)</u>	15	<u>TOTAL-Gender</u>	320
<u>Hispanic</u>	10		
<u>White (not of Hispanic origin)</u>	221		
<u>TOTAL - Ethno-Racial</u>	320		

12. Number of employers (Firms/Organizations) where students were placed. (This number may be less than the total number of employers with whom the institution has co-op work agreements).	78 (number)
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13. Attach a narrative statement comparing your project's objectives and activities, as proposed in your approved grant application, with the level of accomplishment attained for each objective and activity. If a planned objective or activity was not attained or conducted, explain why and what, if any, corrective measures were taken. Also explain the extent of participation of each unit of an Administration grant included in your approved application. Attach a copy of any evaluation reports prepared for your project during or immediately after the budget period.

If this report is for the last budget period of a multi-year approved project, the narrative statement should also summarize the overall accomplishments, strengths, and weaknesses of your project over the entire approved project period.

**PART III - TO BE COMPLETED BY TRAINING AND RESOURCE CENTER PROJECTS**

1. On a separate sheet of paper, list each training workshop conducted during the budget period stated in Part I, item c, along with the primary purpose of each workshop, the city and state where each workshop was held, the number of persons conducting the training, and the number of participants who attended the training workshops. Summarize the strengths and weaknesses of the training conducted.
2. Attach a narrative statement comparing the project objectives and activities, as proposed in your approved grant application, with the level of accomplishment attained for each objective and activity. If any objective or activity was not attained or conducted, state the objective or activity and give reasons for changes or slippage.

**PART IV - TO BE COMPLETED BY RESEARCH PROJECTS**

- |   |                     |
|---|---------------------|
| 1. As proposed for the budget period given in Part I, item c, has the research been completed in accordance with the grant agreement? | ____ yes<br>____ no |
|---|---------------------|
2. Attach a narrative statement on one of the following:
    - a. If the research has been completed, provide a brief summary of your findings and attach five copies of the final report.
    - b. If you accomplished the objectives of your research project for this budget period in accordance with your grant agreement but the research is still incomplete, explain the current status of the research and give the expected date of completion. (Applies to multi-year grantees.)
    - c. If your objectives were not met, explain the status of your project and the reasons why the objectives were not met. Give the reasons for the slippages in the schedule and provide a timetable for completion.

**PART V - AUTHORIZED SIGNATURE AND DATE (To be completed by all grantees)**

I certify that the information in this report is accurate and complete and that all the terms and conditions of the grant have been satisfactorily completed to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Authorized Official  
Director, Graduate Co-op Program  
and Acting Associate Vice President

\_\_\_\_\_  
Title

Helen E. Grenga  
\_\_\_\_\_  
Typed Name of Authorized Official

December 8, 1988

\_\_\_\_\_  
Date

**Georgia Institute of Technology  
Graduate Cooperative Program**

**PERFORMANCE REPORT**

**Second Budget Period**

**October 1, 1988 - September 30, 1989**

**E.D. Grant Number G008715838-88**

**Project Number 055AH70134**

**Part II. Narrative**

**I. Project Accomplishments during the Second Budget Period**

Project objectives and activities, as given in the grant application, with the level of accomplishment attained during the second year are as follows:

**A. Emphasize external program development and develop graduate level co-op positions.**

An average of approximately 75 Company personnel or technical managers have been visited or have visited Graduate Co-op coordinators each quarter. Approximately 50 Company sites were visited during the year, 20 of these in the state of Georgia. Ten faculty members were involved in these visits.

The Graduate Co-op Program has been promoted with Corporate Liaison member companies through letters, brochures, telephone calls and visits. Employer information pamphlets have been widely distributed through various campus offices, including the academic units, Placement Center, undergraduate Cooperative Division and others. Approximately 600 Employer Information brochures have been distributed this year.

There were 43 new companies added to the program this year for a total of 303 companies in our graduate co-op program.

Several presentations were made to high level company representatives to promote the Graduate Co-op Program and

expound the benefits of combining this program with sponsored fellowship opportunities.

International companies are encouraged to use this program to send employees to Georgia Tech for graduate degrees. Nissan currently has an employee in this program.

**B. Promote Cooperative Education with Graduate Students.**

The Graduate Co-op Program has been widely advertised to students.

Faculty members inform their graduate classes and research groups about the opportunities students have in the Graduate Co-op Program. Graduate Co-op Student Information brochures are distributed to the students through the academic units, faculty and the Graduate Co-op Office. Graduate Co-op Posters were mailed to a number of colleges to advertise the program.

Graduate Co-op personnel have met with both black and women student groups to encourage their participation in the program. The Graduate Co-op Director is the advisor for the Graduate Student Government and periodically updates them about the program. An informative presentation about the Graduate Co-op program is held annually at the Graduate Student Orientation.

The Co-op Coordinator is working with a group of graduate students to develop a child care facility that will be used by graduate students as well as staff and faculty.

Promotional information is sent to students throughout the year. Specific job openings are periodically mailed to the appropriate students and to Departments to be posted. Approximately 5,000 flyers about the program and various job opportunities were sent to students this year. Bulletin boards in the academic units and Graduate Office are also used for posting co-op information.

Articles and advertisements about the Graduate Co-op Program appear periodically in various publications, including



the student newspaper, the alumni magazine, and the undergraduate co-op newsletter.

Brochures and posters are widely distributed through schools and companies. The graduate application form has a section for students to indicate interest in receiving information about the program. Approximately 8,000 student brochures and 500 posters have been distributed this year.

Information about the Graduate Co-op Program is included in a wide range of Institute publications, including the General Catalog, the Guide to Graduate Studies and individual brochures of the academic units. Information on this program is also included in the on-line computer data base of financial assistance for graduate students, which all students can access.

**C. Involve Faculty at a High Level of Participation.**

The Graduate Co-op staff meets monthly with the Co-op Faculty Coordinators, Lucio Charaviglio and Lanny Feorene, to discuss the program status and continually assess strategies for program development.

The Graduate Co-op Director regularly attends meetings of the Graduate Coordinators and the Graduate Committee and periodically reports on the status of the Graduate Co-op Program. Presentations have also been made at a number of faculty meetings of individual academic units.

A faculty workshop on the Graduate Co-op Program was held in the Spring this year for representatives from all of the academic units. The workshop agenda included presentations on program background, current status, faculty coordinator activities and graduate co-op student experiences. Presentations were made by faculty whose students are performing thesis research or special problems during their co-op assignments and by faculty whose students are using the program for non-thesis industrial experience. Two graduate co-op students spoke about their co-op experiences.

Faculty involvement, however, occurs continuously throughout the year. The co-op office frequently coordinates meetings between faculty members and company

representatives both on-campus and at the company site. There have been over 300 such contacts initiated during this year.

Approximately 10 faculty have been involved in about 90 visits with company representatives. Fifteen of these visits were to the company sites.

A new Faculty Information Brochure was prepared and distributed along with a statistical summary sheet about the program to 2500 general faculty members.

**D. Provide Career Counseling for Students.**

Students are advised and assisted in completing the application/resume form. After the student is admitted to the program, the program director or coordinator and the student discuss the student's work interests and identify companies of potential interest to the student. The student prioritizes the companies of interest, and copies of the student's resume and transcript are sent to the student's top choices. Students may also add companies to the list for the Co-op Office to contact on the student's behalf. Students frequently discuss their interests with professors who recommend additional companies to them. This leads to new co-op company participation and faculty involvement. The student develops the learning contract in consultation with the Co-op Office, faculty and company representative and submits a study-work schedule prior to the beginning of the first co-op work quarter.

A library of information concerning co-op opportunities, including job descriptions and company literature is located in the Graduate Co-op Office. Companies are contact annually to update this information. The Co-op library and the larger Placement Center library are both used by the students to help clarify their career interests as well as to identify companies and/or specific jobs of interest.

**E. Stress Academic Enrichment and Achievement**

The Graduate Cooperative program is designed purposefully to incorporate maximum flexibility in order for the faculty and students to use it for maximum benefit with

respect to the academic programs while at the same time offering companies a variety of ways to participate in the educational process through this program.

Some companies, students and academic units wish only to participate for the industrial experience gained by graduate co-op students. In this case, the program is similar to the traditional undergraduate program, providing all three participants with interactions that enrich the student's academic program. The work periods, however, are not necessarily scheduled on an alternating quarter basis. Students frequently work 6 month periods, and those working outside the U.S. usually take a 1 year assignment. These students also enhance the graduate classroom experience of non co-op students in the same way that undergraduate co-op students contribute practical experiences to undergraduate classes.

The Graduate Cooperative Program is used to obtain academic credit if the student does some or all of the thesis research or special problem assignment at work. In these cases, faculty members are directly involved with the company supervisor of these students.

Another model of the Graduate Cooperative Program is that in which a company sponsors a research grant on which the graduate co-op student is a research assistant performing thesis research at school; the student then spends work periods with the sponsoring company to become more involved in and knowledgeable about the application of this research.

Visits are regularly made to companies employing graduate co-op students to assess the quality of the co-op work experience and to provide helpful suggestions to the employer. This year 50 visits were made to co-op employment sites.

#### **F. Ensure Growth of the Graduate Co-op Program**

Efforts to increase the number of student and company participants during this second project year have been very successful, as the following statistics show.

### Students:

Number Applicants	126
Number Accepted	121
Total program enrollment:	320
Number new students placed:	102
Total students placed:	179
Total number student work quarters:	325
Total earnings by co-op work: more than	\$2,000,000

### Companies

Number of new companies:	43
Total number companies:	303
Number companies with new placement:	21
Total number companies with placement:	78

A comparison of these numbers with the stated grant objectives shows that the project came close to expectations for the second project year.

While the enrollment (320) was slightly less than the goal of 348, placements (179) were close to the goal of 200 and the number of employers with co-op students (78) fell short of the goal of 110.

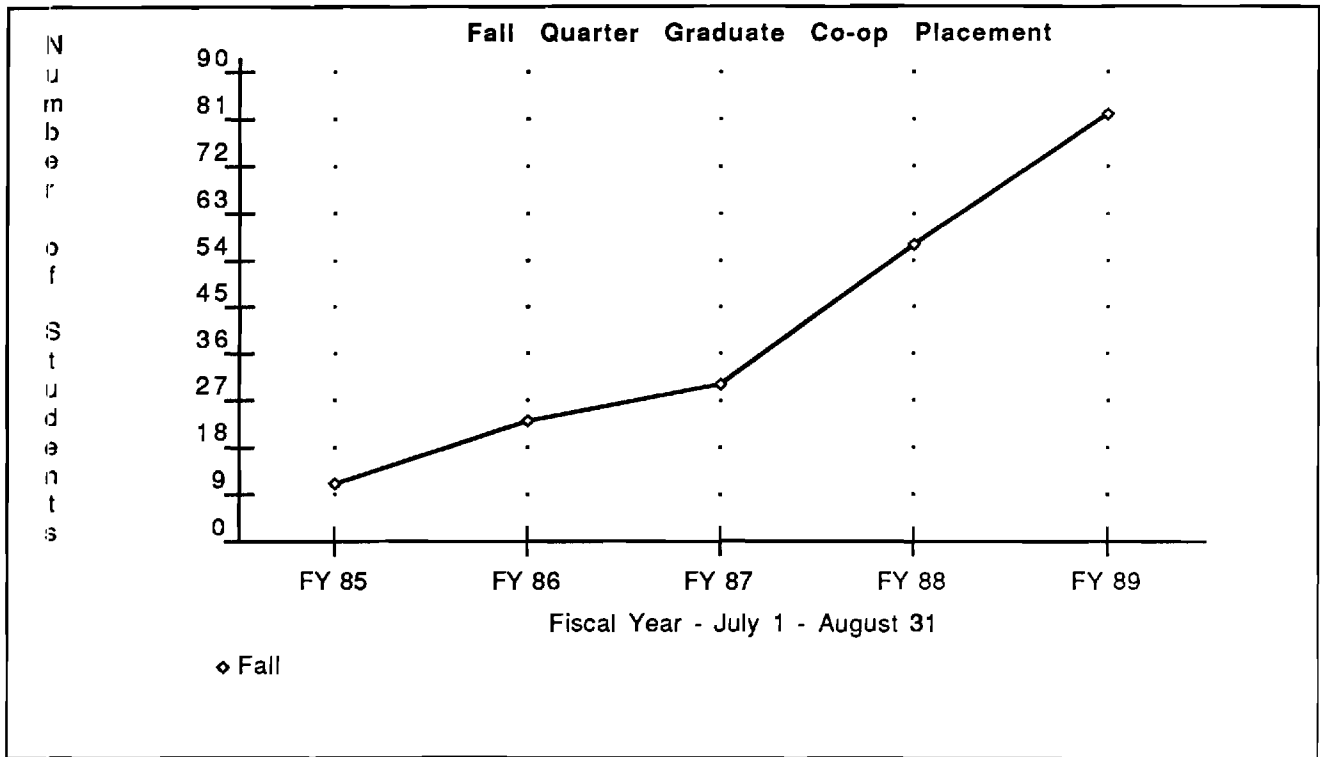
During the first project year the goals were exceeded. The third project year is off to a very good start with more than 100 students on work quarter during Fall Quarter; which for the first time exceeds those who worked during the preceding summer quarter.

Two graphs which illustrate program growth are attached.

### **G. Other Information**

It is also of interest to note that four graduate co-op students are currently working outside the United States, 2 in Japan and 1 each in the Virgin Islands and Ecuador. We have also had graduate co-op students working in France and Germany.

We believe that this international experience will contribute significantly to the students' education.



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Graduate Co-op Stats 10/24/89

